

AFRICAN AMERICAN HERITAGE PRESERVATION PROGRAM

FISCAL YEAR 2013

GRANT GUIDELINES

*completed grant applications
must be postmarked by
July 15, 2011*

**Maryland Commission on
African American History and Culture**
84 Franklin Street
Annapolis, MD 21401
www.africanamerican.maryland.gov

Maryland Historical Trust
100 Community Place
Crownsville, MD 21032-2023
www.mht.maryland.gov



Martin O'Malley, Governor
Anthony G. Brown, Lt. Governor

The **African American Heritage Preservation Grant Program** (or the "Program") was created by the General Assembly in 2010 as a vehicle to encourage the identification and preservation of buildings, sites, and communities of historical and cultural importance to the African American experience in Maryland. Administered as a joint partnership of the Maryland Commission on African American History and Culture (MCAAHC) and the Maryland Historical Trust (MHT), the Program offers assistance to non-profit organizations, local jurisdictions, business entities and private citizens in their sponsorship of successful acquisition, construction, or improvement of African American heritage properties.

Individual grant awards range from a minimum of \$10,000 to a maximum of \$100,000.

THE MARYLAND COMMISSION ON AFRICAN AMERICAN HISTORY AND CULTURE MISSION STATEMENT

The mission of the Maryland Commission on African American History and Culture (MCAAHC) is to interpret, document, preserve, and promote Maryland's African American heritage; to provide technical assistance to institutions and groups with similar objectives; and to educate Maryland's citizens and visitors about the significance of the African American experience in Maryland and the nation. MCAAHC is housed within the Governor's Office of Community Initiatives.



MCAAHC



Governor's Office of Community Initiatives

MARYLAND HISTORICAL TRUST MISSION STATEMENT

The Maryland Historical Trust is dedicated to preserving and interpreting the legacy of Maryland's past. Through research, conservation and education, the Maryland Historical Trust assists the people of Maryland in understanding their historical and cultural heritage.

The Maryland Historical Trust is a unit of the Maryland Department of Planning (MDP).



Maryland Historical Trust

How to Apply

Application materials include:

- Grant Guidelines (this document)
- Application with Checklist of Attachments
- Application Instructions

These forms are available on the MHT website at:

http://mht.maryland.gov/grants_africanamerican.html

These forms may also be obtained in hard copy from MHT by contacting Kathy Monday at 410-514-7627 or kmonday@mdp.state.md.us.

Applications for the Fiscal Year 2013 African American Heritage Preservation Grant Program must be postmarked by July 15, 2011. Late applications will be returned unopened to the sender.

The application and all required attachments must be ***sent in hard copy*** to:

Anne B. Raines
Capital Grants and Loans Administrator
Maryland Historical Trust
100 Community Place
Crownsville MD 21032

For assistance in the development of ***project purpose and scope***, please contact Dr. Joni Jones, MCAAHC Director, at 410-216-6190 or JJones@goci.state.md.us.

For assistance in the development of ***capital project or technical preservation assistance***, please contact Anne Raines, MHT Capital Grants and Loans Administrator, at 410-514-7634 or Araines@mdp.state.md.us.

Workshops about the Program will be held across the state in March 2011. For more information, please check MHT's website at http://mht.maryland.gov/grants_africanamerican.html or contact Kathy Monday at 410-514-7627 or kmonday@mdp.state.md.us.

Eligibility

Eligible applicants

- **Non-profit organizations** and **local jurisdictions**, as defined in COMAR 34.04.09, are eligible to apply for Program funding. **Private individuals** and **business entities** may also sponsor grants, however, they should be aware that the selection criteria (as follows) typically favors the selection of projects and properties owned or sponsored by non-profit organizations and local jurisdictions. In order to be competitive, projects sponsored by private individuals and for-profit business entities must involve a predominantly “public purpose” use, rather than a private benefit.
- Non-profit organizations and business entities must be in good standing with the State Department of Assessments and Taxation, qualified to do business in Maryland, and have the legal capacity and authority to incur obligations involved in the African American Heritage Preservation Grant Program. **Note:** The State Comptroller’s Office will apply any grant award to offset any outstanding State taxes and disburse a check for the balance.

Eligible projects

- Grants awarded through this Program may be used only to support **capital projects, i.e. acquisition, construction, and capital improvement of buildings, sites, or communities of historical or cultural importance to the African American experience in Maryland** with an expected useful life of at least 15 years.
- Applicants also may receive funding for **pre-development costs as part of an acquisition, rehabilitation, or construction project**. Such pre-development costs may cover historic structure reports and studies, plans and specifications, archeological investigations necessary for the conduct of a capital project, and reasonable fees for architectural, design, engineering, and other special services excluding legal fees, insurance premiums, appraisal fees, and other costs not directly associated with project acquisition or construction activities.
- Projects involving historic real property, i.e. property listed on or determined eligible for listing on the Maryland Register of Historic Properties, must adhere to the Secretary of the Interior’s Standards for the Treatment of Historic Properties (36CFR Part68). Copies of the Standards may be obtained at the National Park Service website:
<http://www.nps.gov/history/hps/tps/standards/rehabilitation.htm>
If unsure whether your property is listed on or eligible for listing on the Maryland Register of Historic Properties, please contact Jan Gowing at the Maryland Historical Trust, Office of Research, Survey, and Registration, at (410) 514-7644 or email to JGowing@mdp.state.md.us, or visit the Trust’s website at <http://mht.maryland.gov/nr/index.html>.
- To be eligible for funding through this program, the project must be located within a Priority Funding Area (PFA) or a waiver must be granted by the Secretary of MDP. Please note that **ALL applicants must contact MDP before May 1, 2011** to accurately determine the PFA status of the proposed project. See detailed information included in the application instructions.
- Projects for which funding has been received from the Program may seek funding again in subsequent fiscal years provided that funding is sought for a different phase of the overall project. Funding of any phase of a project does not guarantee funding in any future phase of the project.

- Structures used for religious purposes may be eligible for grant assistance generally for exterior work only and will be reviewed for eligibility by MHT on a case by case basis. Spaces or objects used primarily for religious purposes are not eligible for funding.
- Cemeteries may be eligible for grant assistance; however, generally they are not ranked highly for funding unless their exceptional significance is clearly demonstrated, i.e. association with significant individuals, distinctive design features, association with historic events, or importance of the information they impart. The applicant must make a compelling case for the exceptional significance of the cemetery. See National Park Service guidance: <http://www.nps.gov/nr/publications/bulletins/pdfs/nrb41.pdf>
Applications involving cemeteries should pay special attention to MHT's easement requirement, which is a condition of the grant award. Often the easement requirement cannot be met if individual burial plots are individually owned.
- ***Please note that grant funds may not be used for ANY work that is already underway or complete.***
- ***Please note that all architects, engineers, consultants, and contractors whose services are paid for with grant funds must qualify through MHT bidding procedures (see Grant Procurement Guidelines at http://mht.maryland.gov/grants_africanamerican.html) prior to the beginning of construction activities.***

Ineligible projects

Some projects are not eligible for funding through the African American Heritage Preservation Grant Program. Such ineligible projects include:

- Acquisition, protection, stabilization, preservation, rehabilitation, restoration, or reconstruction work that is already underway or completed.
- *For projects involving historic properties*, projects that do not conform to the Secretary of the Interior's Standards for Treatment of Historic Properties (36 CFR Part 68). Copies of the Standards may be obtained at the National Park Service website: <http://www.nps.gov/history/hps/tps/standards/rehabilitation.htm>
- Expenditures that are not "capital" expenditures.
- Any project for which incomplete grant applications are submitted or for which grant applications are submitted after the required deadline are ineligible for funding.

Additionally, State and federally-owned properties typically are otherwise protected and do not rank through competition for funding through the Program. Please contact MHT if your project falls into this category.

Grant Amounts & Matching Requirements

- Individual grant awards are expected to range from a minimum of \$10,000 to a maximum of \$100,000.
- All Grant recipients, *except for non-profit organizations*, are required to match the grant dollar-for-dollar in cash and/or an equivalent dollar value of in-kind services.
- In general, the presence of matching funds improves the chances of a project being awarded grant funds. Although non-profit organizations are exempt from matching requirements, strong cash and/or in-kind commitment is recommended and will enhance the competitiveness of the application.
- To the extent that matching funds are necessary to complete a proposed project, half of the proposed matching funds should be in hand at the time of application. All proposed matching funds must be in hand at time of award availability (after July 1, 2012). *Failure to provide all proposed matching funds may result in a reduction or forfeiture of grant award funding.* **Note:** Projects are judged by their readiness to proceed.
- The cost to acquire a property that is the subject of the grant project may not be considered as matching funds unless the grant project is exclusively for acquisition purposes.
- A grantee may use more than one source of state funds on a single project as long as the scope of work is divided and the funds do not overlap. Other state funds may not be used as match for this grant.
- The value of unpaid volunteer time can be valued at the current rate of volunteer time set by the organization Independent Sector: http://www.independentsector.org/volunteer_time
- Please note that all members of your organization's board must use the hourly rate for volunteer time even if they are providing professional services (i.e. a lawyer on your organization's board, if providing pro bono legal services, can only value her time at the volunteer's hourly rate, not a lawyer's hourly rate).
- Donated professional or construction services may count as in-kind match and should be calculated based on the individual's customary hourly rate.
- Any project match must:
 - Not have been used as match for any other state or federally assisted program;
 - Be necessary and reasonable for proper and efficient accomplishment of the grant project;
 - Be eligible expenses per the lists below;
 - Be verifiable;
 - Be incurred and contributed within the grant period, as defined by the Grant Agreement;
 - Be provided for in the scope of work of the Grant Agreement.

Grant Funds CANNOT be used to pay for:	Items which CANNOT be counted as match:
<ul style="list-style-type: none"> Expenditures outside the grant period as defined in the grant agreement 	<ul style="list-style-type: none"> Expenditures outside the grant period as defined in the grant agreement
<ul style="list-style-type: none"> Expenditures outside the scope of the grant agreement 	<ul style="list-style-type: none"> Expenditures outside the scope of the grant agreement
<ul style="list-style-type: none"> Insurance 	<ul style="list-style-type: none"> Other state funds (bond bill, etc) – see note above
<ul style="list-style-type: none"> Appraisals 	<ul style="list-style-type: none"> Funds which have been used as match for any other state or federally assisted program – see explanation above
<ul style="list-style-type: none"> Permit or approval fees 	<ul style="list-style-type: none"> Insurance
<ul style="list-style-type: none"> Non-capital expenses such as research, studies, or predevelopment activities that are not part of a capital project 	<ul style="list-style-type: none"> Appraisals
<ul style="list-style-type: none"> Equipment that is not inherent to the capital project 	<ul style="list-style-type: none"> Non-capital expenses such as research, studies, or predevelopment activities that are not part of a capital project
<ul style="list-style-type: none"> Indoor or outdoor exhibits with an expected useful life of less than 15 years 	<ul style="list-style-type: none"> Equipment that is not inherent to the capital project
<ul style="list-style-type: none"> Legal fees 	<ul style="list-style-type: none"> Maintenance
<ul style="list-style-type: none"> Employee salaries 	<ul style="list-style-type: none"> Employee salaries
<ul style="list-style-type: none"> Project / grant management, if it can be reasonably included in staff job duties 	<ul style="list-style-type: none"> Project / grant management, if it can be reasonably included in staff job duties
<ul style="list-style-type: none"> Meetings (venue rentals, food, etc) 	<ul style="list-style-type: none"> Landscaping that is not related to necessary work scope
<ul style="list-style-type: none"> Any work that is not properly bid (see separate information on procurement process for design and construction services). <i>Contracts to be paid out of grant funds CANNOT be sole-sourced.</i> 	<ul style="list-style-type: none"> Meetings (venue rentals, food, etc)
<ul style="list-style-type: none"> Maintenance 	<ul style="list-style-type: none"> General office expenses
<ul style="list-style-type: none"> Landscaping that is not related to necessary work scope 	<ul style="list-style-type: none"> Indoor or outdoor exhibits with an expected useful life of less than 15 years
<ul style="list-style-type: none"> General office expenses 	
<ul style="list-style-type: none"> Work to any area of a site or building, or a building element, that is used for religious purposes (i.e. interior of worship space, Sunday School classroom), unless the work is required to make repairs to the building structure 	

Items which CAN be counted as Match:	Items which CAN be counted as In-Kind Match:
<ul style="list-style-type: none"> Expenditures within the grant period as defined in the grant agreement 	<ul style="list-style-type: none"> Expenditures within the grant period as defined in the grant agreement
<ul style="list-style-type: none"> Expenditures within the scope of the grant agreement 	<ul style="list-style-type: none"> Expenditures within the scope of the grant agreement
<ul style="list-style-type: none"> Cash 	<ul style="list-style-type: none"> Volunteer time (with documentation) calculated at the current rate of volunteer time set by the organization Independent Sector (see above)
<ul style="list-style-type: none"> Cash purchases such as materials 	<ul style="list-style-type: none"> Donated professional or construction services (with documentation) calculated based on the individual's customary hourly rate (see above)
<ul style="list-style-type: none"> Funding from a loan that is NOT from the state government 	<ul style="list-style-type: none"> Donated materials (with documentation)
<ul style="list-style-type: none"> Expenditures on spaces that are used for religious purposes, or elements bearing religious imagery, if part of the capital project 	<ul style="list-style-type: none"> Discounted materials (clear breakdown of market price and applicable discount must be provided)
<ul style="list-style-type: none"> Permits 	
<ul style="list-style-type: none"> Legal fees which are directly related to the grant or the requirements of the grant (i.e. easement) 	
<ul style="list-style-type: none"> Services which have not been bid through the appropriate procurement process 	

Evaluation & Selection Process and Criteria

- In accordance with the Project Selection Criteria, as provided for in COMAR 34.04.09.06, grant proposals will be reviewed using criteria outlined under five general headings listed below.
- After an initial "threshold" review (for application completeness and project and applicant eligibility) conducted by MHT staff, the MCAAHC will evaluate, rank, and recommend funding levels for eligible applicants.
- The Commission will then transmit to the MHT Board of Trustees eligible application summaries, rankings, and funding levels recommended by the Commission.
- The MHT Board of Trustees will review each grant award recommended by the Commission.
- On or before November 1, the Commission and MHT will forward the list of projects and grantees recommended by the Commission and the MHT as a recommendation to the Department of Budget and Management for inclusion in the Governor's Capital Budget for the next fiscal year.
- Grant awards are expected to be announced in April or May of 2012.
- Typically, a successful application will clearly demonstrate that the project will:
 - further understanding of the African American experience in Maryland,
 - make a significant contribution to support the missions of the MCAAHC and MHT; and
 - be managed carefully in a professional manner.

SCORING CRITERIA

I. SIGNIFICANCE & NEED

- A. SIGNIFICANCE OF THE PROJECT:** To what extent will the project identify and preserve buildings, sites, resources, or communities of historical or cultural importance to the African American experience in Maryland?
- B. URGENCY:** Is the resource imminently endangered (i.e., by development pressures, erosion, neglect) or is there a unique window of opportunity to complete the proposed project?
- C. PROJECT SCOPE & PROTECTIVE VALUE:** Does the proposed project contribute to or assure long-term preservation of the resource or of Maryland's culture and heritage? Does the project provide concrete action to protect the resource(s)? Does the project address the most pressing needs and assure continued viability of the resource(s)? Will the project provide a complete product? (If one phase of a multi-year project, this refers to the completeness of this year's phase alone.) Will this be the final phase of a project that is nearing completion? Will the project design minimize long-term maintenance costs?

II. PROJECT DESIGN & MANAGEMENT

- A. PROJECT GOALS:** Are project goals and scope consistent with the mission and goals of the Maryland Commission on African American History and Culture and the Maryland Historical Trust?

Grant Administration Schedule

All dates are approximate

The application and selection process will follow a prescribed schedule, outlined below. Please be sure to take this schedule into consideration when developing your schedule for the grant application.

Late Winter / Early Spring 2011 Official announcement of Grant Application availability and workshop schedule. MCAAHC and MHT staff assistance is available for help completing applications, for project planning, and for identifying sources of alternate and matching funding.

July 15, 2011 Full Grant Application is due to MHT (must be post-marked by this date). Submission must include a completed application form with all required attachments.

August 2011 – October 2011 Application Evaluation and Scoring: Applications are evaluated and ranked and funding levels recommended by the MCAAHC and by the MHT Board of Trustees.

November 1, 2011 Recommendation to DBM: The MCAAHC and the MHT jointly forward grant award recommendations to Maryland's Department of Budget and Management.

January 2012 – April 2012 Announcement and Approval of FY2013 Budget: DBM includes projects and grantees for grant award in the Governor's FY2013 Capital budget which is announced in January. General Assembly approves the final capital budget by mid-April.

July 1, 2012 Grant reservation announcements and start of Fiscal Year 2013: MHT will provide grant management guidelines to assist successful applicants, schedule an Organizational Meeting for late Summer/early Fall, and distribute the Program Grant Manual (outlining all required steps of the process before funds may be drawn-down).

July 2012 - October 2012 Execution of Grant Agreements: Legal Documentation is submitted by grant applicant for review by MHT staff. Grant Agreements are executed.

November 2012 Grant agreements are submitted to the Board of Public Works for approval.

June 2013 Deed of Perpetual Preservation Easement or Preservation Agreement for the property, if required, is recorded, or Preservation Agreement signed, completing the final step in the award process.

July 15, 2013 Last day for proposed construction work to begin. If grant funds will be utilized for pre-development costs, this is the last day for that work to begin as well. If work will not begin by this date, then before that date the grantee must obtain an extension from the Trust, or the grant will automatically expire.

November 1, 2014 Acquisition and construction/improvements must be completed.

Grant Terms and Conditions

All applicants awarded grants through the Program will be required to enter into a Grant Agreement with MHT, which generally contains the following standard terms and conditions:

I. Grant Disbursements

- a. Grant funds will not be disbursed "up front." Disbursements will be made as the project progresses, proportionate with expenditure of matching funds and other project funding. Grant disbursement will occur based upon Requests for Payment submitted by the grant recipient in a form satisfactory to the Trust and upon fulfillment of the other requirements of the grant as provided in the Grants Manual. Please note that all contractors, architects, craftspeople, etc. whose services are to be paid for (or partially paid for) with State funds will need to be selected by a process approved by the Trust. This requires those services to be publicly advertised or widely solicited. Contact Anne Raines, Capital Grants and Loans Administrator at MHT, with questions: 410-514-7634 or ARaines@mdp.state.md.us.

II. Insurance

- a. The Grant recipient will be required to insure the assisted property against loss or damage by fire or other hazards, casualties, and contingencies as may be required by MHT, in amounts satisfactory to MHT. Similarly, General Liability Insurance will be required for all construction efforts.

III. Easement

- a. A Perpetual Preservation Easement must be conveyed to the MHT or an entity acceptable to MHT on all historic real property assisted by the Grant unless this requirement is waived by the Secretary of Planning. A Preservation Agreement must be signed with MHT or an entity acceptable to MHT on all historic properties other than real property (i.e. a ship). Historic properties are those properties listed on or determined eligible for listing on the Maryland Register of Historic Properties.
- b. The easement or preservation agreement is executed between the owner and the easement/preservation agreement holder before capital improvements begin and funds are disbursed.
- c. The easement or preservation agreement must be in form and substance acceptable to the Trust and the extent of the interest to be encumbered by the easement must be acceptable to the Trust.
- d. The easement coverage will be on the land or such portion of the land acceptable to the Trust, and on the exterior and interior of the historic structures, where appropriate.
- e. An easement/preservation agreement is a binding legal document, and the easement is recorded in the local land records. The easement affects the entire area under easement. It usually protects buildings, structures, and associated archeological resources, and confers approval authority on the MHT in the event that the owner (and all subsequent owners, in perpetuity) wishes to undertake construction or alterations to the property. The land and covered improvements in the case of an easement, and the personal property in the case of a preservation agreement, must be maintained in good condition.

- f. Trust staff is available to offer technical preservation expertise to easement property owners and preservation agreement signers on an as-needed basis.
- g. A sample easement is available for applicant's review at http://mht.maryland.gov/documents/PDF/Easement_Sample_Deed.pdf.
- h. A preservation agreement is similar except that it does not affect specific lands or buildings, only personal property, and is a contract between MHT and the current property owner only.
- i. The Grant recipient will be required to provide an Attorney's Certificate of Title acceptable to MHT, certifying the owner's title to the easement real property. In addition, an update of the Certificate will be due after the recordation of the Deed of Perpetual Preservation Easement but prior to the disbursement of funds. The Certificate of Title may contain only standard exceptions and encumbrances approved by MHT.

IV. Nondiscrimination:

- a. Each applicant shall comply with all applicable Federal, State, and Local laws and MCAAHC and MDP policies and programs regarding drug, alcohol and smoke free work places, disabled access, and equal opportunity in employment, housing, and credit practices, and prohibiting discrimination on the basis of race, color, creed, religion, national origin, gender, marital status, familial status, sexual orientation, or physical and/or mental disabilities in any aspect of the grant project.

Additional Information

I. Personal Information

- a. Please be advised that, in accordance with the provisions of Executive Order 01.01.1983.18, if your application contains any information that may constitute personal information as defined below, you should be aware of the following:
 - i. Any personal information ("personal information" means any information about a natural person or her/his immediate family which identifies or describes any characteristics including but not limited to education, financial transactions or worth, medical history, criminal or employment record or things done by or to that natural person or her/his immediate family) requested by the MHT and supplied by the applicant will be used principally for MHT's determination of the feasibility of the application;
 - ii. Failure to accurately and adequately supply requested personal information may jeopardize MHT approval of the application;
 - iii. MHT will permit the subjects of any personal information in an application to inspect, amend, and correct such personal information;
 - iv. Any document supplied to or obtained by MHT may be a public record generally available for public inspection under the Maryland Access to Public Records Act; however, under the Maryland Access to Public Records Act trade secrets, information privileged by law, confidential commercial data, and records describing an individual person's finances may not be disclosed; and
 - v. Personal information supplied to MHT in an application may be shared with other state, local, or federal government agencies involved with the proposed financing or project.

II. Nondiscrimination

- a. The Maryland Commission on African American History and Culture and the Maryland Historical Trust, an instrumentality of the State of Maryland in the Department of Planning, prohibit discrimination on the basis of race, color, creed, religion, national origin, gender, marital status, familial status, sexual orientation, or physical and/or mental disabilities in any aspect of the grant project. If you believe you have been discriminated against in any program, activity, or facility, or if you desire further information, please write to: The Maryland Human Relations Commission, 9 St. Paul Street, Suite 900, Baltimore, Maryland 21202.